

**HARPER COLLEGE EDUCATION FOUNDATION/CAMPBELL & COMPANY
Philanthropic Market Study Timetable**

Week of	Activity	Responsible
5/27/2013	<ul style="list-style-type: none"> • C&C sends Internal Assessment Materials Checklist to Harper to begin assembling • Harper begins forwarding materials to C&C 	C&C and Harper
6/3/2013	<ul style="list-style-type: none"> • Harper College Education Foundation Board Meeting (June 4) • Marc Hilton to provide feasibility study update 	C&C and Harper
6/3/2013	<ul style="list-style-type: none"> • C&C to begin internal assessment staff interviews • Six staff interview scheduled 	C&C and Harper
6/3/2013	<p>C&C to meet with Mary Knight (and other Harper staff) to review/discuss the following:</p> <ul style="list-style-type: none"> • Materials checklist • Study timetable • Campaign Planning Committee Operating Plan • Discuss potential CPC leadership and committee members • Prepare for Philanthropic Study Memo • Case Discussion and visioning session with leadership and C&C's communications team 	C&C and Harper
6/3/2013	Harper to continue to assemble background materials from checklist and forward to C&C	Harper
6/3/2013	Harper to begin to recruit CPC Chair and schedule/hold conference call with C&C and Chair to discuss CPC role and CPC members (see CPC Operating Plan)	Harper
6/10/2013	<p>C&C to complete internal staff interviews (Dr. Ender and other Harper College staff)</p> <p>Harper to send all requested background materials to C&C for review and analysis</p>	C&C and Harper
6/10/2013	Complete recruitment of CPC and schedule first meeting	Harper
6/10/2013	Harper to begin identifying potential external interviewees for PMS – ideally identify 50+ including corporate, individual, and foundation representatives (see Prep Memo)	Harper
6/10/2013	<p>Harper to schedule Case Visioning Session with Dr. Ender, Tom Wischhusen, Dr. Mary Knight + C&C staff</p> <p>C&C staff to schedule and hold conference call (with Dr. Knight and others?) to discuss Case Visioning Session</p>	Harper

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6/10/2013	Harper and C&C to discuss list of potential external study participants and determine who to include on the list to share with Campaign Planning Committee	
6/10/2013	Harper College Educational Foundation's annual golf outing	
6/17/2013	<ul style="list-style-type: none"> • Convene Case Visioning Session and then write first draft of Impact Statement • Make revisions and then send to CPC for their review prior to CPC meeting 	Harper and C&C
6/24/2013	<ul style="list-style-type: none"> • Convene Campaign Planning Committee -- Agenda <ul style="list-style-type: none"> ○ CPC Chair to welcome and review CPC Charge ○ Dr. Ender's remarks on his vision for the school and how philanthropy and corporate sponsorship can help realize vision ○ Mary Knight and Marc Hilton review Impact Statement with CPC ○ Review list of 40 to 45 potential external study participants and reduce to top 30 candidates ○ Ask CPC members to identify those external study participants that might be difficult to schedule and to then accept task of sending email note or phone call to encourage participation • Revise Impact Statement based on CPC discussion and resubmit for their final OK • Begin preparing email notes/letters of invitation to external study participant candidates with Impact Statement enclosed 	Harper and C&C C&C Harper
7/1/2013	<ul style="list-style-type: none"> • Send out all email notes/letters to study participants and begin asking CPC members to send "seconding" notes or leaving phone messages to those that might be difficult to schedule • Harper to begin scheduling external study interviews • CPC members make their calls or send email notes encouraging study candidates to participate 	Harper
7/1/2013	C&C and Harper to prepare external study interview materials: <ul style="list-style-type: none"> • Questionnaire • Gift Table • Impact Statement • List of Board of Trustees and Foundation Board of Directors • Ranking/Rating sheet 	C&C and Harper
Mid-July	<ul style="list-style-type: none"> • C&C to begin philanthropic study external interviews • Harper to continue scheduling external interviews 	C&C

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July to early August	<ul style="list-style-type: none"> • Harper to continue scheduling interviews • C&C to continue interviews and complete by August 9 	Harper and C&C
Mid-August	C&C to complete all interview summaries and begin analysis	C&C
8/26/2013	<ul style="list-style-type: none"> • C&C to complete first draft of Philanthropic Market Study • Staff to send comments back to C&C and C&C makes revisions • Review report with CPC Chair and send report to CPC • C&C to prepare CPC Power Point Presentation 	C&C and Harper
9/2/2013	<p>Second and final CPC meeting:</p> <ul style="list-style-type: none"> • C&C presents report to CPC • CPC determines its next actions regarding forwarding report to Harper College Education Foundation Directors • Determine what to send to Foundation Board (full report? Summary? Power Point Presentation?) 	Harper and C&C
9/9/2013	<ul style="list-style-type: none"> • C&C to present final report to Harper College Education Foundation Board • Harper College Education Foundation Board determines next steps regarding capital campaign 	C&C and Harper